

Requests for Exception to HHS Hiring Controls

- Exceptions will be forwarded only for critical positions that align with one of the following: President's Management Agenda, HHS 20 Department-wide Objectives, HHS Secretary's 500 Day Plan, NIH Mission (including congressional mandates).
- Memo format from sample exception request memo must be used.
 - Request memo may not exceed two pages.
 - The focus of the request is to be on the initiative(s) to which the position relates and the impact of failure to fill the position on that initiative.
 - Do not make reference to a selectee's name or a selectee's personal qualifications/skills/expertise.
 - Do not include any attachments (e.g., CV, organization chart, vacancy announcement, position description).
- IC Executive Officer sends request memo (and **two copies**) to the IC's OHR Branch Chief for review and sign-off.
- Branch Chief forwards original request (and **one copy**) to the Acting Director, OHR (Building 1/Room B1-60).
- Requests that are received by the OHR Branch Chief by noon Monday will be forwarded by the Acting Director, OHR, on Wednesday to the Department for consideration.
- Acting Director, OHR, will notify OHR Branch Chief and IC Executive Officer when request has been forwarded to the Department and when a decision has been issued by the Department.